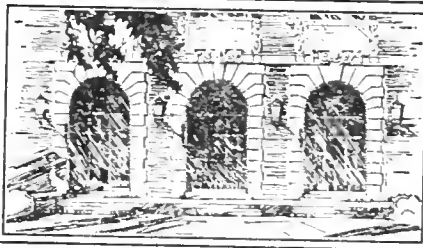


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**INFORMATIONAL SOURCES FOR LOCAL GOVERNMENTAL
OFFICIALS AND ADMINISTRATORS:**

Selected Periodicals and Reference Material

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INFORMATIONAL SOURCES FOR LOCAL GOVERNMENTAL OFFICIALS
AND ADMINISTRATORS: SELECTED PERIODICALS
AND REFERENCE MATERIAL

by

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Newton, Massachusetts

In today's frenetic, complex and ever-changing world, it is important that governmental administrators be as informed as possible. For information is a major facet in cognitive process; cognition leads to comprehension, which in turn is intrinsic in the governmental policy-program matrix.

This bibliography has been constructed on a selective basis. The objective is to provide urban administrators with a listing of the more significant periodicals and reference material.

This report is divided into two sections: First, a listing of periodicals (and in some cases reference material) aggregated according to a predetermined municipal categorization; and secondly, a listing of general reference material, material which applies to most of the categories. In both sections annotations are only used when either the placement within the category or the title of publication does not adequately describe the publication.

Many of the periodicals, and some of the reference material, are available without charge to government practitioners. Others may be obtained either with an organizational membership or on a subscription basis. In regard to federal government publications, in some cases initial contact with the specific agency or department may bring free material. However in many cases it won't and all it will bring is a time lag. Further, many of the organizations, societies, etc., cited in this report as publishers of one or more periodicals also publish excellent resource material with which local governmental officials should be acquainted. When making an inquiry of a publisher as to a publication it is suggested that the reader request a list of all publications.

And lastly, the reader is cautioned that more than one category must be examined for information on any particular function. Said another way, no single source can provide the total information needed. The reader--the urban administrator--is strongly urged to examine more than one category in the search for the cross-fertilization of concepts and programs.

A. PERIODICALS

1. General Government

This category includes publications concentrating on the family of governments; federal, state, county, regional and municipal matters.

In addition to the following listing, urban administrators should consider reading some of the more cosmopolitan newspapers and news magazines for a comparative perspective.

Newspapers:

The Christian Science Monitor
The New York Times
The Washington Post
The Wall Street Journal

News Magazines

Business Week
Newsweek
Time
U.S. News and World Report

a) Periodicals

The American City (Monthly). Bittenheim Publishing Corp., Berkshire Common, Pittsfield, MA 01201. Management and engineering information dealing mainly with municipal matters.

American County (Monthly). National Association of Counties, 1001 Connecticut Ave., N.W., Washington, D.C. 20036.

City Perspective (Biweekly). National League of Cities and U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, D.C. 20006. Keeps abreast of Congressional legislation and its potential municipal impact.

Congressional Quarterly Weekly Service. Congressional Quarterly Service, 1735 K St., N.W., Washington, D.C. 20006. Digest of U.S. Congress activities and commentary. Also, The Almanac - distillation of previous year reports (yearly) and The Quarterly Index - name and subject index.

Congressional Record. U.S. Government Printing Office, Washington, DC. 20402. Published each day when one or both Houses of Congress are in session. Listing all happenings.

Congressional Report and Congressional Box Score. National League of Cities, U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006. Weekly when Congress is in session. A brief synopsis monitoring happenings.

Federal Register (Daily). Office of Federal Register, National Archives and Record Service, General Services Administration, U.S. Government Printing Office, Washington, DC 20402. Listing of all new federal regulations and executive orders.

Government Executive (Monthly). Executive Publications, Inc., 1725 H St., N.W., Washington, DC 20006. Articles concerning the various levels of government.

Management Information Service (MIS) (Monthly). International City Management Association, 1140 Connecticut Ave., N.W., Washington, DC 20036. Various reports on governmental and urban matters.

Management Review (Monthly). American Management Association, 135 West 50th St., New York City, NY 10020. Concentrating mainly on business matters.

The Mayor (Biweekly). National League of Cities, and U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006. Deals with Congressional matters as they pertain to municipal executives.

National Civic Review (Monthly). National Municipal League, 47 East 68th St., New York City, NY 10021. Articles on municipal affairs.

National Journal (Weekly). The Government Research Corp., 1730 H St., N.W., Washington, DC 20036. Analysis of Federal governmental activities.

Nation's Business (Monthly). The Chamber of Commerce of the United States, 1615 H St., N.W., Washington, DC 20006. Matters of concern, non-governmental as well as governmental for business leaders.

Nation's Cities. National League of Cities and U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006. Articles on municipal matters.

Presidential Documents (Weekly). Office of Federal Register, National Archives and Records Service, General Services Administration, Washington, DC 20408.

Public Administration Review (Monthly). American Society for Public Administration, 1225 Connecticut Ave., N.W., Washington, DC 20036. A professional journal carrying articles on administrative matters.

Public Management (PM) (Monthly). International City Managers Association, 1140 Connecticut Ave., N.W., Washington, DC 20036. Articles dealing with a complete range of governmental and community issues.

Recent Publications on Governmental Problems (Bimonthly). Joint Reference Library, 1313 East 60th St., Chicago, IL 60637. Abstracted selected bibliography on public administration and urban affairs.

Search (bimonthly). The Urban Institute, 2100 N St., N.W., Washington, DC 20037. In-house newsletter describing research activities, reports on their contract research dealing with a wide range of urban issues.

State Government Administration (Bimonthly). 17915-B Sky Park Blvd., Irvine, CA 92707.

State Government Quarterly. Council of State Governments, Iron Works Pike, Lexington, KY 40505.

Urban Affairs Abstracts (Weekly). National League of Cities, U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006. Abstracts of urban affairs articles.

Urban Affairs Reporter (Biweekly). Commercial Clearing House, Inc., 4025 N. Peterson, Chicago, IL 60646. Monitoring and analysis of federal and local matters.

b. Reference Sources

Advisory Commission on Intergovernmental Relations. 726 Jackson Place, N.W., Washington, DC. A national organization established by Congress in 1950 which investigates all governmental levels and issues reports.

American Enterprise Institute for Public Policy Research. 1150 Seventeenth St., N.W., Washington, DC 20036. Undertakes policy research and issues reports on governmental and urban issues.

Book of the States (Biannual). Council of State Governments, Iron Works Pike, Lexington, NY 40505. Information on state governments; also various reports on state governmental activities.

Committee for Economic Development (CED). 477 Madison Avenue, New York, NY 10022. Specialized reports on international, federal and local matters.

Congressional Directory. U.S. Government Printing Office, Washington, DC 20402. Published during every session of Congress. Listing of members of Congress, biographies, committee assignments; key officials of agencies and departments, etc.

Congressional Staff Directory. 16th edition. Congressional Staff Directory, P.O. Box 62, Mt. Vernon, VA 22121. Congressional support personnel by committee.

The Consumer Price Index (Monthly). U.S. Government Printing Office, Washington, DC 20402. Bureau of Labor Statistics, U.S. Department of Labor - changes in the urban price index (for major cities and urban areas), of special interest at collective bargaining time.

County Agents Directory. 1973, 57th edition. U.S. Department of Agriculture, 14th and Independence Ave., S.W., Washington, DC 20250. Listing of agricultural county agents throughout the United States. These agents provide landscaping and gardening information and assistance.

Digest of Public General Bills and Selected Resolutions. Legislative Reference Service, U.S. Library of Congress, Washington, DC. Published once during each session of Congress.

Directory of Regional Councils. 1974 (Yearly). National Association of Regional Councils, 1700 K St., N.W., Washington, DC 20006. A nationwide listing of regional planning agencies, economic development districts, and council of governments. Many are A-95 Review agencies.

Directory - State and Area-wide A-95 Clearinghouses. November 1, 1973, plus updated changes. Office of Management and Budget, Executive Office of the President, Washington, DC 20503.

Federal Reserve Bank of Atlanta, Boston, Chicago, Cleveland, Dallas, Kansas City, Minneapolis, Philadelphia, Richmond, St. Louis, and San Francisco. Monthly review and selected reports on regional economic matters.

Information Sources for Local Administrators (ILIS). Vol. 4, No. 3, August 1972. International City Management Association, 1140 Connecticut Ave., Washington, DC 20036. A selected listing of informational resources.

League of Women Voters. 1730 H St., N.W., Washington, DC 20036. State chapters in all 50 states plus Puerto Rico and the Virgin Islands. Conducts studies and issues reports on urban issues. Don't be a chauvinist --this is an excellent resource.

Management Information Systems in Local Model Cities Programs. Model Cities Management Series Bulletin No. 8, 1971. U.S. Department of Housing and Urban Development. U.S. Government Printing Office, Washington, DC 20402. Although prepared for model cities, it is an excellent and rather simplistic analysis of administrative informational systems.

The Municipal Year Book. International City Managers Association, 1140 Connecticut Ave., N.W., Washington, DC 20036. Surveys selected municipal functions on a comparative basis.

Polk Directory. The Urban Information System. Urban Statistical Division, R.L. Polk and Co., Detroit, MI. Annual listing (a city directory) of population by place of residence, covering almost all municipalities in the U.S.

Project Implementation and Coordination in Local Model Cities Programs. Model Cities Management Series Bulletin No. 4, U.S. Department of Housing and Urban Development, 1971. U.S. Government Printing Office, Washington, DC 20402. Although prepared for model cities agencies, it is nevertheless quite informative on program management and delivery.

Public Administration Service. 1313 East 60th St., Chicago, IL 60637. General and special reports dealing with a wide range of administrative life.

Robert, Henry H. Robert's Rules of Order, Pyramid Publications, New York, 1967. A must for meetings.

Roster of Legislative Services Agencies - Council of State Governments, RM-515, July 1973. Council of State Governments, Iron Works Pike, Lexington, KY 40505. Listing of state agencies responsible for research, legislative reference bureaus and library services.

Selected Information Sources for Urban Specialists. 1969. Office of Metropolitan Development, Urban Management Assistance Administration, U.S. Department of Housing and Urban Development. U.S. Government Printing Office, Washington, DC 20402. In addition to indexing important statistical sources, this report also lists computer retrieval services.

Selected U.S. Government Publications (Twice a month). U.S. Government Printing Office, Washington, DC 20402.

State Municipal League Directory (Annual). National League of Cities and U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006. Organization, officers, functions, activities.

Tax Foundation, Inc. 50 Rockefeller Plaza, New York, NY 10020. Various reports on federal, state, and local fiscal matters.

United States Government Organization Manual (Annual). Office of the Federal Register, National Archives and Records Service, General Services Administration. U.S. Government Printing Office, Washington, DC 20402. Detailed listing of federal governmental agencies and departments and their functions.

2. Assessing

Appraisal Journal (Quarterly). American Institute of Real Estate Appraisers, 115 East Superior St., Chicago, IL 60611.

Assessor's Journal (Quarterly). International Association of Assessing Officers, 1313 East 60th St., Chicago, IL 60637.

3. Data Processing and Management Information Systems

Computer Decisions (Monthly). Hayden Publishing Co., Inc., 50 Essex St., Rochelle Park, NJ 07662.

Computerworld (Weekly). Computerworld, Inc., 797 Washington St., Newton, MA 02160.

Data Management (Monthly). Data Processing Management Association, 505 Busse Highway, Park Ridge, IL 60068.

Datamation (Monthly). Technical Publishing Co., 1301 South Grove Ave., Barrington, IL 60010.

Infosystems (Monthly). Hitchcock Publishing Co., Hitchcock Building, Wheaton, IL 60187.

Urban Information Systems Report (Periodically). International City Management Association, 1140 Connecticut Ave., N.W., Washington, DC 20036. Deals exclusively with management informational systems stressing computerization.

4. Fiscal Matters

Governmental Finance (Quarterly). Municipal Finance Officers Association of the United States and Canada, 1313 East 60th St., Chicago, IL 60637.

Municipal Finance (Quarterly, plus selected reports). Municipal Finance Officers Association, 1313 East 60th St., Chicago, IL 60637.

5. Grants-in-aid

This category, although only including source material, is nonetheless included as a separate category and placed within this framework because of its importance in municipal affairs.

Catalog of Federal Domestic Assistance (Yearly with updates). Office of Management and Budget, Executive Office of the President. U.S. Government Printing Office, Washington, DC 20402. Listing of federal domestic grants-in-aid.

Coordinating Federal Assistance in the Community - Use of Selected Mechanisms for Planning and Coordinating Federal Programs, Community Development Evaluations Series No. 8, 1972. U.S. Department of Housing and Urban Development. U.S. Government Printing Office, Washington, DC 20402.

General Revenue Sharing Checklist and Calendar. National Planning Association, Washington, DC, 1974. A method of monitoring the flow and use of General Revenue Sharing funds within a municipality (Levitan, Don).

Getting Involved: Your Guide to General Revenue Sharing, 1974. Office of Revenue Sharing, U.S. Department of the Treasury. U.S. Government Printing Office, Washington, DC 20402.

Grisham, Roy P., Jr. and Paul D. McConaughty, eds. The Encyclopedia of U.S. Government Benefits, 2nd edition. Union City, NJ, Wm. H. Wise, 1967.

Federal and Federally Assisted Programs and Projects (OMB Circular A-95, revised). Office of Management and Budget, Washington, DC. This circular explains the A-95 regional and state review process--a must for over 95% of federal categorical grants.

Levitan, Don. Selected Bibliography on Grantsmanship. Council of Planning Librarians, Monticello, IL 61856. A listing of public and private grant sources plus supplementary resources on grantsmanship.

The New York Times Guide to Federal Aid for Cities and Towns. Quadrangle Books, Inc., New York, 1971.

What is General Revenue Sharing. 1973. Office of the Treasury, Department of the Treasury. U.S. Government Printing Office, Washington, DC 20402.

6. Housing and Community Development

Housing Affairs (Weekly). Housing Affairs Letter, 1319 F St., N.W., Washington, DC 20004. Discussion and analysis of federal activity relative to housing and community development matters.

Housing and Development Reporter (Biweekly). Bureau of National Affairs, Inc., 1231 25th St., N.W., Washington, DC 20037. Monitoring and analysis of federal legislative matters pertaining to housing and community development matters.

Also H.U.D. under the aegis of the F.H.A. has conducted a housing market analysis of major urban areas. Analysis of city standard metropolitan statistical area housing market. Federal Housing Administration, U.S. Government of Housing and Urban Development, Washington, DC.

Journal of Housing (Monthly). National Association of Housing and Redevelopment Officials, 2600 Virginia Ave., N.W., Washington, DC 20006.

7. Legal

The Municipal Attorney. National Institute of Municipal Law Officers, 839 17th St., N.W., Washington, DC 20006. (Monthly, plus several other journals, e.g., Municipal Law Court, Decisions, Municipal Law Journal, Municipal Ordinance Review)

NOLPE News (Monthly, plus Law School Journal). National Organization on Legal Problems of Education, 825 Western Ave., Topeka, KS 66606.

U.S. Law Week. The Bureau of National Affairs, Inc., 1231 25th St., N.W., Washington, DC 20037. Mainly Supreme Court matters, but also deals with cases which have national significance.

. Reference

The Law of Municipal Corporations, 3rd edition. McQuillan, Eugene. 20 vols. Callaghan and Co., 165 North Archer Ave., Mundelein, IL 60060. Municipal law and municipal corporate matters, citing cases throughout the U.S.

8. Library

American Libraries (Monthly). American Library Association, 50 East Huron St., Chicago, IL 60611. Book reviews.

Choice (Monthly). Association of Colleges and Resource Librarians, American Library Association, 50 East Huron St., Chicago, IL 60611. Book reviews.

Library Journal (Twice a month). R.R. Bowker Co., 1180 Avenue of the Americas, New York City, NY 10036.

Wilson Library Bulletin (Monthly). H.W. Wilson Co., 950 University Avenue, New York City, NY 10452.

9. Parks and Recreation

Grounds Maintenance (Monthly). Interteg Publishing Corp., 1014 Wyandotte St., Kansas City, MO 64105. Landscape design, construction and maintenance.

Park Maintenance (Dimonthly). Madison Publishing Division, P.O. Box 409, Appleton, WI 54911. Management of small and large grounds areas.

Parks and Recreation (Monthly). National Recreation and Parks Association, 1601 North Kent St., Arlington VA 22205.

10. Personnel

Good Government (Quarterly). National Civil Service League, 1825 K St., N.W., Washington, DC 20006. Personnel administration.

Government Employee Relations Report - Reference File (Annual, with weekly bulletins). Bureau of National Affairs, 1231 25th St., N.W., Washington, DC 20037. Governmental employee matters.

Labor-Management Relations Service Newsletter (LMRS) (Monthly). National League of Cities and U.S. Conference of Mayors, 1620 Eye St., N.W. Washington, DC 20006.

Personnel Administration and Public Personnel Review (Bimonthly). Public Personnel Association and Society for Personnel Administration, 1313 East 60th St., Chicago, IL 60637.

The Public Employee (Monthly). American Federation of State, County, and Municipal Employees (AFL-CIO), 1155 15th St., N.W., Washington, DC 20005. Union position on governmental matters.

Public Personnel Management (Bimonthly). International Personnel Management Association, 1313 East 60th St., Chicago, IL 60637.

11. Planning

a. Periodicals

American Society of Planning Officers (ASPO). 1313 East 60th St., Chicago, IL 60637.

Planning (Monthly) - Planning, planning practice, etc.

TAB (Semimonthly) - Jobs

Planning Advisory Service (PAS) (Monthly) - Technical reports on planning and related issues

Land-Use Law and Zoning Digest (11 times per year) - Land use law

Planners Book Service - Selected list of books offered at a discount

Journal of American Institute of Planners (Bimonthly).
American Institute of Planners, 1776 Massachusetts
Ave., N.W., Washington, DC 20036. Scholarly in
thrust, but nevertheless quite good on urban policy
matters. Also AIP Newsletter.

Urban Land: News and Trends in Land Development (Monthly).
The Urban Land Institute, 1200 18th St., N.W.,
Washington, DC 20036. Plus selected reports.

b. Reference

Chiara, Joseph De, and Lee Koppelman. Planning Design
Criteria. New York: Van Nostrand Reinhold Co.,
1965. A compendium of standards and recommendations
for standards.

Halleb, Doris. Social and Economic Information for Urban
Planning, 1965, 2 vols. Center for Urban Studies
of the University of Chicago, 5852 University Ave.,
Chicago, IL 60637.

12. Public Health

American Journal of Public Health (Monthly). American
Public Health Association, 1015 18th St., N.W.,
Washington, DC 20036.

13. Public Safety

Crime Control Digest (Weekly). Washington Crime News
Services, 888 Heritage Building, 7617 Little River
Turnpike, Annandale, VA 22003.

Fire Chief (Monthly). H. Marvin Ginn Corp., 625 North
Michigan Ave., Chicago, IL 60611.

Fire Command (Monthly). National Fire Protection
Association, 470 Atlantic Avenue, Boston, MA 02210.
Management of fire-fighting organizations.

Fire Engineering (Monthly). Dun-Donnelley Publishing
Corp., 666 Fifth Avenue, New York, NY 10019.

INSA Signal Magazine (Bimonthly). International Municipal
Signal Association, 4034 Woodhaven, Houston, TX 77025.
Public safety information, mainly concerned with
communication and signalling devices and systems.

International Fire Chief (Monthly). International Association of Fire Chiefs, 1725 K St., N.W., Washington, DC 20006.

Law and Order (Monthly). Copp Organization, Inc., 37 West 38th St., New York, NY 10018.

The Police Chief (Monthly). International Association of Chiefs of Police, 11 Eastfield Road, Gaithersburg, MD 20760.

14. Public Works and Building Activities

Included in this category are publications dealing with Building code, inspectional, and construction matters, Engineering, Forestry, Streets and Roads, Utilities and Waste Collection and Treatment matters.

a. Periodicals

American Water Works Association Journal (Monthly). American Water Works Association, 2 Park Ave., New York, NY 10016.

The APWA Reporter (Monthly). American Public Works Association, 1313 East 60th St., Chicago, IL 60637. Public works.

Architectural Record (Monthly). McGraw-Hill Publications Co., 330 West 42nd St., New York, NY 10036.

The Building Official and Code Administrator (Monthly - 10 times a year). Building Officials and Code Administrators, 1313 East 60th St., Chicago, IL 60637.

Buildings (Monthly). Stamats Publishing Co., 427 6th Ave., S.E., Cedar Rapids, IA 52406.

Dodge Reports (Daily). F. W. Dodge Co., Division of McGraw-Hill, Chicago, IL. Marketing information in most areas of the U.S., reference construction - who, what, when, how much, etc.

Electrical Construction and Maintenance (Monthly). McGraw-Hill Publishing Co., New York, NY. Includes pricing and estimating information.

Engineering News-Record (Weekly). McGraw-Hill, 1221 Avenue of the Americas, New York, NY 10026.

- Fleet Management News (Monthly). Stanley Publishing Co., 300 West Lake St., Chicago, IL 60606.
- House and Home (Monthly). McGraw-Hill Publications Co., Washington, DC. Homebuilders viewpoint.
- Monitor (Weekly). Henderson Hazel Corporation, National Pricing Service, Cleveland, OH. Electrical pricing and estimating information.
- Pilot (Weekly). Henderson Hazel Corporation, National Pricing Service, Cleveland, OH. Price service on commercial, industrial and residential plumbing and heating costs.
- Pollution Engineering (Monthly). Technical Publishing Co., 35 Hason St., Greenwich, CT 06830.
- Public Power (Bimonthly). American Public Power Association, 2600 Virginia Ave., N.W., Washington, DC 20037. Electric utilities.
- Public Works (Monthly). Public Works Journal Corporation, 200 South Broad St., Ridgewood, NJ 07431.
- Resource Recovery (Quarterly). Wakeman-Walworth, Inc., P.O. Box 1144, Darien, CT 06820.
- Solid Wastes Management (13 times a year). Communication Channels, Inc., 461 8th Ave., New York, NY 10001.
- Water and Wastes Engineering (Monthly). Dun-Donnelley Publishing Corp., 666 Fifth Ave., New York, NY 10019.

b. Reference

- Architectural Catalog File (Yearly). Also see, Light Construction Catalog File (Yearly). Sweets Construction Division, McGraw-Hill Informations Systems, New York, NY. Collection and product grouping of manufacturers catalogs by function.
- Dow Building Cost Calculator and Valuation Guide. Dow Publications, Division of McGraw-Hill Inc., Chicago, IL. System for estimating construction costs and appraising the value of existing buildings.
- National Construction Estimator. Light and Heavy Construction. (Annual). Cal Pacific Estimator, Craftsman Book Co., Los Angeles, CA.

Ramsey, Charles G., Harold R. Slesper. Architectural Graphic Standards, 6th edition. New York: John Wiley, 1970.

15. Purchasing

a. Periodicals

Government Product News (Monthly). Industrial Publishing Co. and Lakewood Publications, Inc., 614 Superior Ave. West, Cleveland, OH 44113.

Modern Office Procedures (Monthly). Industrial Publishing Co., 614 Superior Ave., West, Cleveland, OH 44113. Management, information processing and office supplies, organizational membership.

NIGD Letter Service (Monthly). National Institute of Governmental Purchasing, 1001 Connecticut Ave., N.W., Washington, DC.

Office Product News (Monthly). United Technical Publications, Inc., 645 Stewart Ave., Garden City, NY 11530.

b. Reference

Municipal Index. Bittenheim Publishing Corp., Berkshire Common, Pittsfield, MA 01201. Compilation of services, products by manufacturer.

Thomas Register of American Manufacturers (Yearly). Thomas Publishing Co., New York, NY. Listing of products, services, companies, officers.

16. Schools

The American School Board Journal (Monthly). National School Boards Association, 800 State National Bank Plaza, Evanston, IL 60201. Matters of concern for school administrators and school board members.

Saturday Review (Biweekly). Saturday Review World, Inc., 438 Madison Ave., New York, NY 10022. Every other issue is a supplement devoted to school policy matters.

School Management (Monthly). School Management Magazines, Inc., 22 West Putnam Ave., Greenwich, CT 06830.

17. Transportation and Traffic

Metropolitan (Bimonthly). Bobit Publishing Co., 1155 Waukegan Road., Glenview, IL 60025. Deals with mass transportation matters.

Traffic Digest and Review (Monthly). Traffic Institute, Northwestern University, 405 Church St., Evanston, IL 60204.

Traffic Engineering (Monthly). Institute of Traffic Engineers, 2029 K St., N.W., Washington, DC 20006. Traffic management and urban transportation.

Traffic Quarterly. EIO Foundation for Transportation, Westport, CT 06880.

Transportation Research Board (Quarterly). Division of Engineering, National Research Council, 2101 Constitution Ave., Washington, DC 20418. Plus various reports on all aspects of transportation.

B. GENERAL REFERENCE MATERIAL

Any listing of general reference material would be incomplete without the inclusion of a good dictionary, a thesaurus (a collection of synonyms), and a manual of writing style. A copy of each should be on the desk of every government program administrator.

A listing of state, county, and municipal officials is an often useful tool. The League of Women Voters or the State League of Cities (and towns) are two of the usual sources which have published these listings in many states. Most federal and state agencies publish on an annual or an updated basis a listing of programs, compilation of laws and regulations, and a list of publications. Many have an annual report and a newsletter. In many states some of the community development oriented agencies publish a socio-economic monograph of communities. And those agencies or departments concerned with economic development have been known to publish a listing of commercial organizations by location detailing sales or gross dollar volume and number of employees. All of this material is worthy of investigation by local government officials.

American Statistics Index: A Comprehensive Guide and Index to the Statistical Publications of the U.S. Government. Congressional Information Service, Library of Congress, Washington, DC.

Bureau of the Census Catalog (Quarterly). U.S. Government Printing Office, Washington, DC 20402. Lists all reports complete and available for distribution, plus a description of "regular" and census data.

1970 Census Users' Guide, Parts 1 and 2, 2 vols. U.S. Bureau of the Census. U.S. Government Printing Office, Washington, DC, 1970.

Clearinghouse for Federal, Scientific and Technical Information. U.S. Department of Commerce, Springfield, VA. Reports on federally sponsored, non-classified research and development projects.

Dictionary of Non-Federal Statistics for States and Local Areas: a Guide to Sources. U.S. Bureau of the Census, 1970. U.S. Government Printing Office, Washington, DC 20402.

Directory of Organizations and Individuals Professionally Engaged in Governmental Research and Related Activities (Annual). Governmental Research Association, P.O. Box 387, Ocean Gate, NJ 08740.

Exchange Bibliographies. Council of Planning Librarians, P.O. Box 229, Monticello, IL 61856. Over 600 bibliographies on all aspects of urban problems.

1972 Federal Statistical Directory, 23rd edition. (Annual). Office of Management and Budget. U.S. Government Printing Office, Washington, DC 20402. Listing of key persons engaged in statistical analysis.

Government Periodicals and Subscription Services. Price List 36, 1530 edition, May 1974. U.S. Government Printing Office, Washington, DC 20402.

Huff, Darrell. How to Lie with Statistics. Norton and Co., New York, 1954.

Isaacs, S. and W. Michael. Handbook in Research and Evaluation. Robert Knopf, Box 7234, San Diego, CA 92107, 1971.

Listing of Executive Officers of State Municipal Leagues, 1974. National League of Cities and U.S. Conference of Mayors, 1620 Eye St., N.W., Washington, DC 20006.

Maps: Coastal, Inland Waterways, and Topographical Maps.
U.S. Department of the Interior and Coast and
Geodetic Survey, U.S. Department of Commerce,
Washington, DC. Maps covering the United States,
Puerto Rico, Guam, American Samoa, and the Virgin
Islands done on a quadrant basis; i.e., parallels of
latitude and meridians of longitude.

Monthly Catalog of United States Government Publications.
U.S. Government Printing Office, Washington, DC
20402. Listing of publications of the federal
government.

Moody's Industrial Manual (Annual with biweekly supplements).
Moody's Investor's Service, Inc., 99 Church St., New
York, NY 10007. Corporate information: names of
executives, history and development of company and
detailed financial information.

National Trade and Professional Associations of the
United States (Annual). Columbia Books, Inc.,
Suite 300, 917 15th St., N.W., Washington, DC
20005. Listing of organizations by subject.

Nilsen, Kirsti. Bibliography of Bibliographies, prepared
by U.S. Government Agencies of Interest to Community
Planners. Council of Planning Librarians, Monticello,
IL, 1974.

Social Indicators 1973. Office of Management and Budget.
U.S. Government Printing Office, Washington, DC
20402. Selected statistics on social conditions and
trends in the United States.

Spencer, Janet T., et al. Elementary Statistics, 2nd
edition. Appleton, New York, 1968.

Standard and Poor's Register (Annual). Standard and
Poor's Corporation, 345 Hudson St., New York, NY
10004. Comprehensive listing of major companies
and their executives; sales figures.

Statistical Abstract of the United States (Annual). U.S.
Bureau of the Census. U.S. Government Printing
Office, Washington, DC 20402. Compendium of
statistics of the U.S.

Strunk, William, Jr. and E. B. White. The Elements of
Style, 2nd edition. Macmillan, New York, 1972.

Telephone Directory. Telephone directories are an excellent source of information. It is recommended that each municipality have in addition to the telephone directory of their state capital, the directories of New York City and Washington, D.C.

University Urban Research Centers. Urban Institute, Washington, DC, 1972.

Weed, Walter E. How to Chart. Codex Book Co., Norwood, MA.

Zip Code Directory. Consult your local U.S. Post Office. The proper zip code will help speed your mail.

COUNCIL OF PLANNING LIBRARIANS Exchange Bibliography #642

INFORMATIONAL SOURCES FOR LOCAL GOVERNMENTAL OFFICIALS

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